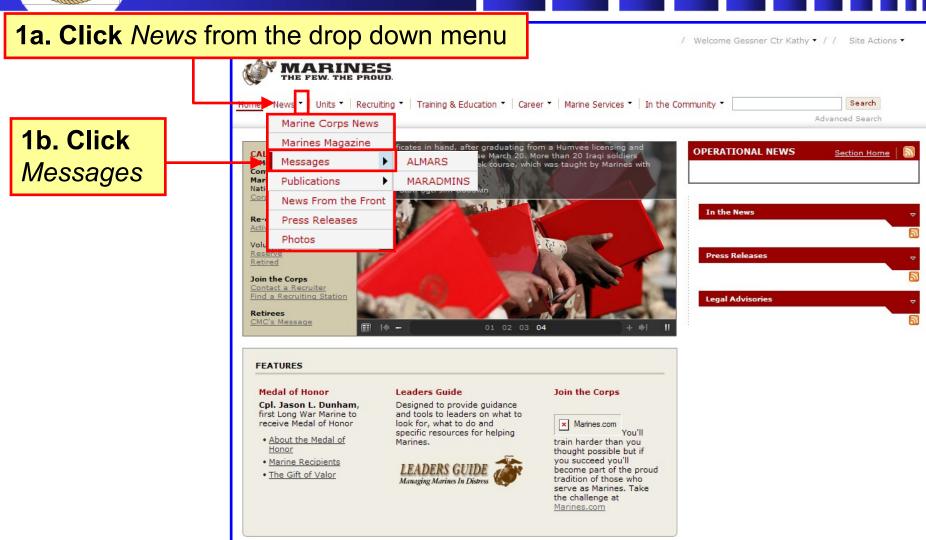# Creating Messages – ALMARS & MARADMINS

1. **Navigate** *to Messages*
2. **Create** *Page*
3. **Enter** *meta data*
   - Title
   - Date Signed
   - Message Type
   - Message Number
4. **Enter** *Content*
5. **Enter** *Message Sponsor*
6. **Select** *Categories and Tags*
7. **Enter** *Story Promotion* information
8. **Enter** *Publishing Dates*
9. **Check in to Share Draft** for review
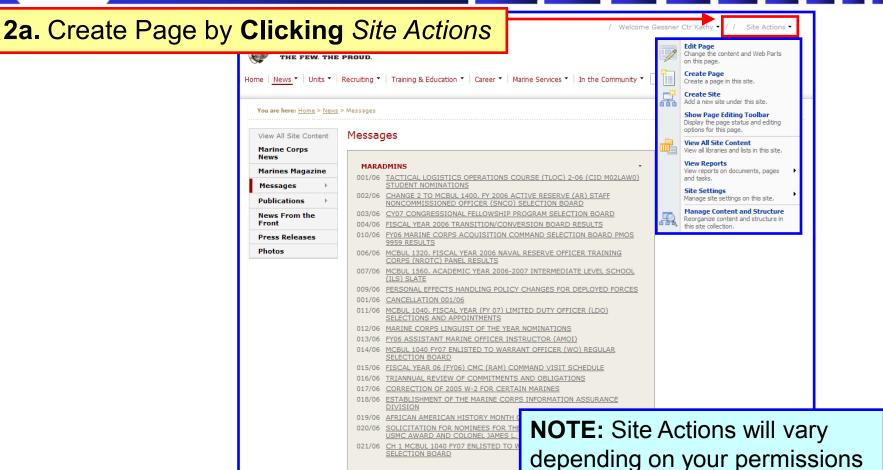10. **Submit** for Approval

Navigating to Messages

1b. Click *Messages*

/ Welcome Gessner Ctr Kathy ▾ / /   Site Actions ▾

MARINES
THE FEW. THE PROUD.

Home | News ▾ | Units ▾ | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾   [Search]   Search

Advanced Search

Marine Corps News

Marines Magazine

Messages   ▶   ALMARS

Publications   ▶   MARADMINS

News From the Front

Press Releases

Photos

ficates in hand, after graduating from a Humvee licensing and
se March 20. More than 20 Iraqi soldiers
k course, which was taught by Marines with

OPERATIONAL NEWS   Section Home

In the News

Press Releases

Legal Advisories

CAL
M
Com
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Activ

Volu

Reserve
Retired

Join the Corps
Contact a Recruiter
Find a Recruiting Station

Retirees
CMC's Message

01 02 03 **04**

FEATURES

Medal of Honor
Cpl. Jason L. Dunham, first Long War Marine to receive Medal of Honor

- About the Medal of Honor
- Marine Recipients
- The Gift of Valor

Leaders Guide
Designed to provide guidance and tools to leaders on what to look for, what to do and specific resources for helping Marines.

LEADERS GUIDE
Managing Marines In Distress

Join the Corps

[×] Marines.com   You'll train harder than you thought possible but if you succeed you'll become part of the proud tradition of those who serve as Marines. Take the challenge at Marines.com

Creating Page for Message

2a. Create Page by **Clicking** *Site Actions*

/ Welcome Gessner Ctr Kathy ▾ / / Site Actions ▾

THE FEW. THE PROUD.

Home | News ▾ | Units ▾ | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾ |

You are here: Home > News > Messages

View All Site Content

Marine Corps News

Marines Magazine

Messages ▸

Publications ▸

News From the Front

Press Releases

Photos

Messages

MARADMINS

001/06 TACTICAL LOGISTICS OPERATIONS COURSE (TLOC) 2-06 (CID M02LAW0) STUDENT NOMINATIONS

002/06 CHANGE 2 TO MCBUL 1400. FY 2006 ACTIVE RESERVE (AR) STAFF NONCOMMISSIONED OFFICER (SNCO) SELECTION BOARD

003/06 CY07 CONGRESSIONAL FELLOWSHIP PROGRAM SELECTION BOARD

004/06 FISCAL YEAR 2006 TRANSITION/CONVERSION BOARD RESULTS

010/06 FY06 MARINE CORPS ACQUISITION COMMAND SELECTION BOARD PMOS 9959 RESULTS

006/06 MCBUL 1320. FISCAL YEAR 2006 NAVAL RESERVE OFFICER TRAINING CORPS (NROTC) PANEL RESULTS

007/06 MCBUL 1560. ACADEMIC YEAR 2006-2007 INTERMEDIATE LEVEL SCHOOL (ILS) SLATE

009/06 PERSONAL EFFECTS HANDLING POLICY CHANGES FOR DEPLOYED FORCES

001/06 CANCELLATION 001/06

011/06 MCBUL 1040. FISCAL YEAR (FY 07) LIMITED DUTY OFFICER (LDO) SELECTIONS AND APPOINTMENTS

012/06 MARINE CORPS LINGUIST OF THE YEAR NOMINATIONS

013/06 FY06 ASSISTANT MARINE OFFICER INSTRUCTOR (AMOI)

014/06 MCBUL 1040 FY07 ENLISTED TO WARRANT OFFICER (WO) REGULAR SELECTION BOARD

015/06 FISCAL YEAR 06 (FY06) CMC (RAM) COMMAND VISIT SCHEDULE

016/06 TRIANNUAL REVIEW OF COMMITMENTS AND OBLIGATIONS

017/06 CORRECTION OF 2005 W-2 FOR CERTAIN MARINES

018/06 ESTABLISHMENT OF THE MARINE CORPS INFORMATION ASSURANCE DIVISION

019/06 AFRICAN AMERICAN HISTORY MONTH

020/06 SOLICITATION FOR NOMINEES FOR THE USMC AWARD AND COLONEL JAMES L.

021/06 CH 1 MCBUL 1040 FY07 ENLISTED TO W SELECTION BOARD

Edit Page
Change the content and Web Parts on this page.

Create Page
Create a page in this site.

Create Site
Add a new site under this site.

Show Page Editing Toolbar
Display the page status and editing options for this page.

View All Site Content
View all libraries and lists in this site.

View Reports ▸
View reports on documents, pages and tasks.

Site Settings ▸
Manage site settings on this site.

Manage Content and Structure
Reorganize content and structure in this site collection.

NOTE: Site Actions will vary depending on your permissions

Creating Page for Message

2b. Click *Create Page*

Creating Page for Message

Home · Welcome Gessner Ctr Kathy ▼ |

Messages

| Home | **News** ▼ | Units ▼ | Recruiting ▼ | Training & Education ▼ | Career ▼ | Marine Services ▼ | In the Community ▼ | **Site Actions** ▽ |

Home > News > Messages > Pages > Create Page

Create Page

Page Title and Description

...s page.

Title:

Training Message

Description:

URL Name:

Pages/ TrainingMessage .aspx

Page Layout

...ayed.

(Generic) Generic Layout with a single column.
(Generic) Generic Layout with Two Columns
(Messages) Messages Layout
(Orders and Directives) Orders and Directives Layout
(Redirect Page) Redirect Page
(Welcome Page) Section Home Layout.
(Welcome Page) Sub-section Home Layout
(Welcome Page) Welcome page with Web Part zones

The USMC layout for ALMARS and MARADMINS

| Check Spelling | Create | Cancel |

2c. Enter *Page Title*

2d. Select *Messages Layout*

2e. Click *Create*

Entering MetaData for Message

3. Enter *MetaData*

/ Welcome Gessner Ctr Kathy ▾ / / Site Actions ▾

MARINES
THE FEW. THE PROUD.

Home | News ▾ | Units ▾ | Recruiting ▾ | Training & Education ▾ | Career ▾ | Marine Services ▾ | In the Community ▾ | Search | Advanced Search

Version: Checked Out   **Status:** Only you can see and modify this page.   **Publication Start Date:** Immediately

Page ▾ | Workflow ▾ | Tools ▾ | Check In to Share Draft | Submit for Approval

🛈 Remember to check in so other people can see your changes. (Do not show this message again)

You are here: Home > News > Messages

View All Site Content
Marine Corps News
Marines Magazine
Messages ▸
Publications ▸
Photos

MetaData (click to show/hide metadata)

✉ EMAIL | 🖨 PRINT | 📶 FEEDS

TITLE
Training Message

Date Signed:
StoryDate
4/13/2007 📅

MessageType
MARADMIN ▾

Number:
MessageNumber
999/07

Page Content
📝 Edit Content
Click here to add new content

3a. Title is Page Title by default. **Type** new title to change.

3b. **Enter** *Story Date* as the Date Message was signed

3c. **Select** *Message Type* from drop down menu

3d. **Enter** *Message Number*

3f. To Enter Page Content, **click** *"Click here to add new content"*

Entering Content for Message

4. Enter *Content*

✉ EMAIL | 🖨 PRINT | 📶 FEEDS

TITLE

Training Message

Date Signed:
StoryDate

04/13/2007

MessageType

MARADMIN ▾

Number:

MessageNumber

999/07

Select ▾ | Styles ▾ | ¶ ▾ | A ▾ | A̅ ▾ | B *I* U | ≡ ≡ ≡ | ≔ ≔ | ≔ ≔ | A ▨
Current Selection : None

```
R 040020Z JAN 06
FM CMC WASHINGTON DC(UC)
TO AL MARADMIN(UC)
UNCLASSIFIED//
MARADMIN 001/06
MSGID/GENADMIN/CMC WASHINGTON DC C 40//
SUBJ/TACTICAL LOGISTICS OPERATIONS COURSE (TLOC) 2-06
/(CID M02LAW0) STUDENT NOMINATIONS//
POC/RONALD L. REESE/MAJ/MARINE CORPS UNIVERSITY/LOC:MCB QUANTICO
/TEL:(703) 784-6839/EMAIL:RONALD.REESE@USMC.MIL//
```
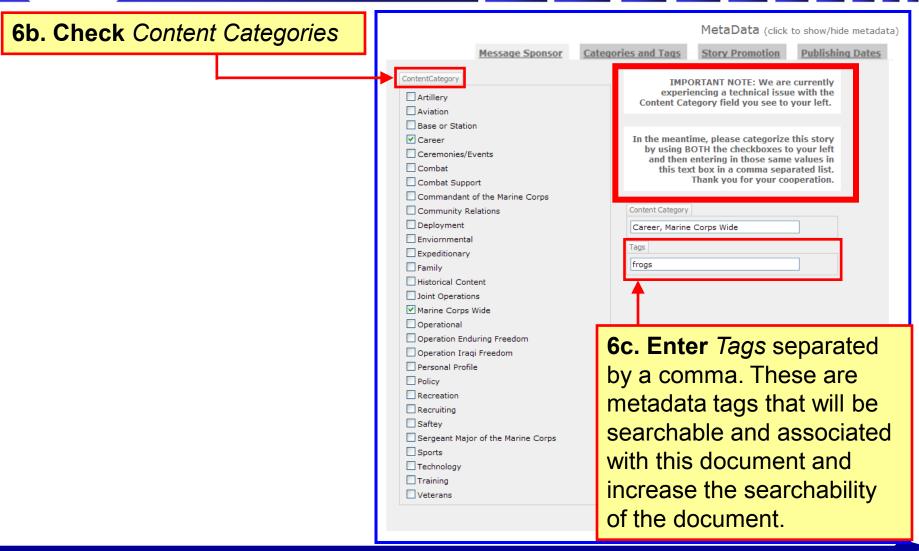
Entering Message Sponsor

5. Enter *Sponsor*

NOTE: Click to Show/Hide Meta Data if options do not display. Then click MetaData Tab Heading to enter the MetaData.

Selecting Categories and Tags for Message

6a. Click *Categories and Tags*

Selecting Categories and Tags for Message

6b. Check *Content Categories*

MetaData (click to show/hide metadata)

| Message Sponsor | Categories and Tags | Story Promotion | Publishing Dates |

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☑ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Enviornmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☑ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Saftey
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs

6c. Enter *Tags* separated by a comma. These are metadata tags that will be searchable and associated with this document and increase the searchability of the document.
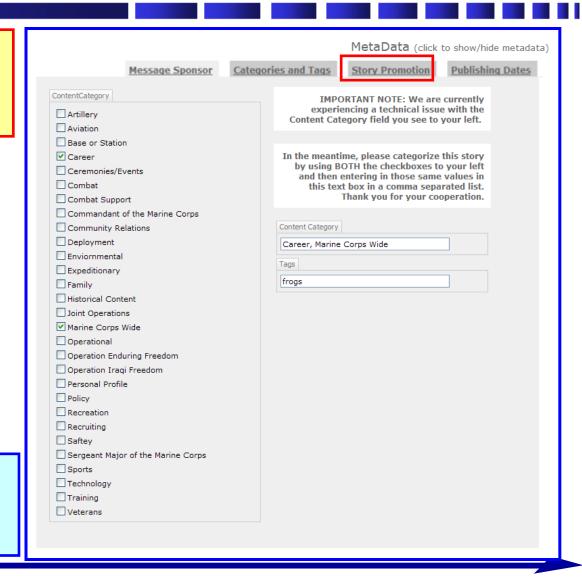
Entering Story Promotion Information for Message

Story Promotion is used by the Approver to determine position of story

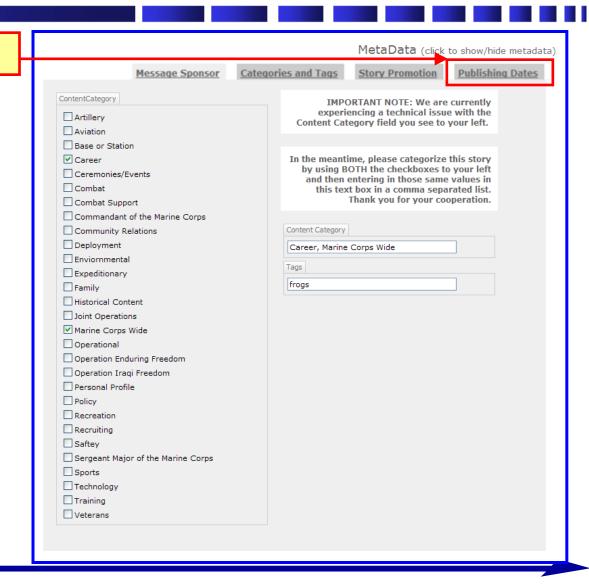MetaData (click to show/hide metadata)

Message Sponsor   **Categories and Tags**   **Story Promotion**   **Publishing Dates**

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☑ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Enviornmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☑ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Saftey
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

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Content Category

Career, Marine Corps Wide

Tags

frogs

NOTE: Story Promotional determines where the story will display throughout the site. What you see on this screen will vary with your permission level.
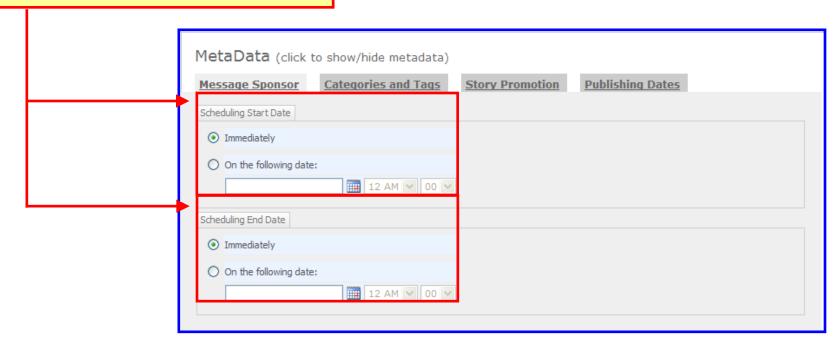
Entering Publishing Dates for Message

7a. Click *Publishing Dates*

MetaData (click to show/hide metadata)

| Message Sponsor | Categories and Tags | Story Promotion | Publishing Dates |

ContentCategory

- ☐ Artillery
- ☐ Aviation
- ☐ Base or Station
- ☑ Career
- ☐ Ceremonies/Events
- ☐ Combat
- ☐ Combat Support
- ☐ Commandant of the Marine Corps
- ☐ Community Relations
- ☐ Deployment
- ☐ Enviornmental
- ☐ Expeditionary
- ☐ Family
- ☐ Historical Content
- ☐ Joint Operations
- ☑ Marine Corps Wide
- ☐ Operational
- ☐ Operation Enduring Freedom
- ☐ Operation Iraqi Freedom
- ☐ Personal Profile
- ☐ Policy
- ☐ Recreation
- ☐ Recruiting
- ☐ Saftey
- ☐ Sergeant Major of the Marine Corps
- ☐ Sports
- ☐ Technology
- ☐ Training
- ☐ Veterans

IMPORTANT NOTE: We are currently experiencing a technical issue with the Content Category field you see to your left.

In the meantime, please categorize this story by using BOTH the checkboxes to your left and then entering in those same values in this text box in a comma separated list. Thank you for your cooperation.

Content Category

Career, Marine Corps Wide

Tags

frogs

Entering Publishing Dates for Message

7b. Enter *Start* and *End Dates*

MetaData (click to show/hide metadata)

Message Sponsor   **Categories and Tags**   **Story Promotion**   **Publishing Dates**

Scheduling Start Date

⊙ Immediately

○ On the following date:

[   ] 🔳 12 AM ▾ 00 ▾

Scheduling End Date

⊙ Immediately

○ On the following date:

[   ] 🔳 12 AM ▾ 00 ▾

Checking in Messages Draft for Review

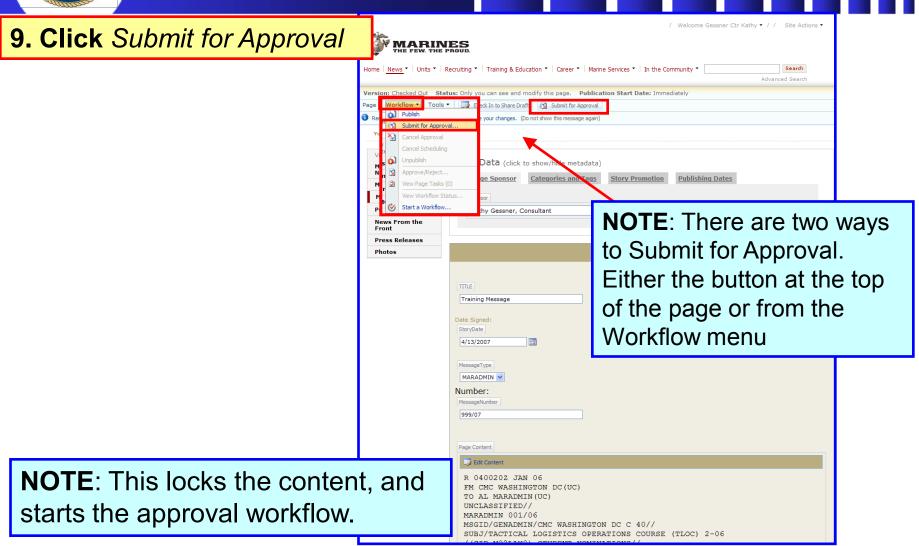**8. Click** *Check In*

NOTE: There are two ways to Check In a page. Either the button at the top of the page or from the page menu

NOTE: This allows others to view your content before you publish it.

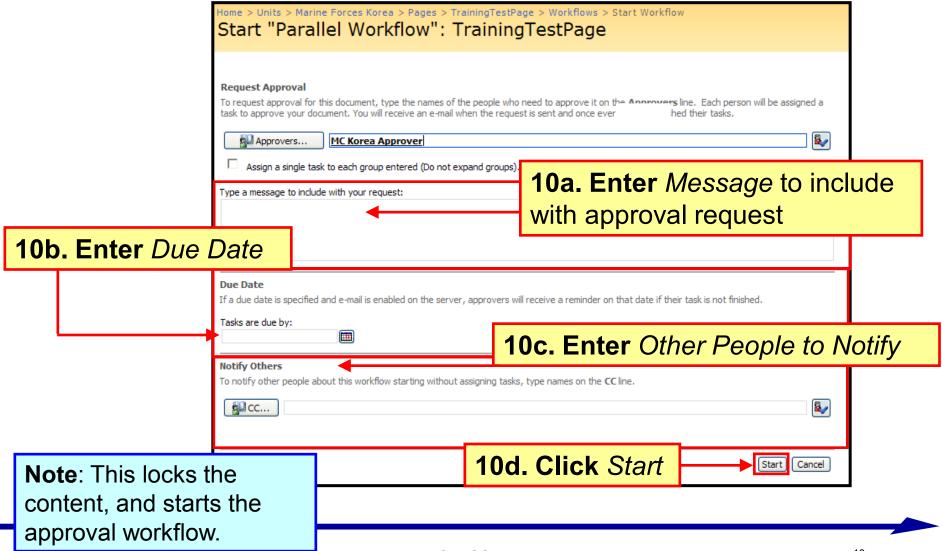# Submitting Message for Approval

9. Click *Submit for Approval*

NOTE: There are two ways to Submit for Approval. Either the button at the top of the page or from the Workflow menu

NOTE: This locks the content, and starts the approval workflow.

UNCLASSIFIED

Submitting Message for Approval

Home > Units > Marine Forces Korea > Pages > TrainingTestPage > Workflows > Start Workflow

Start "Parallel Workflow": TrainingTestPage

Request Approval

To request approval for this document, type the names of the people who need to approve it on the **Approvers** line. Each person will be assigned a task to approve your document. You will receive an e-mail when the request is sent and once ever   hed their tasks.

[Approvers...] | MC Korea Approver

☐ Assign a single task to each group entered (Do not expand groups).

10a. Enter *Message* to include with approval request

Type a message to include with your request:

10b. Enter *Due Date*

Due Date

If a due date is specified and e-mail is enabled on the server, approvers will receive a reminder on that date if their task is not finished.

Tasks are due by:

10c. Enter *Other People to Notify*

Notify Others

To notify other people about this workflow starting without assigning tasks, type names on the CC line.

[CC...]

10d. Click *Start*   [Start] [Cancel]

Note: This locks the content, and starts the approval workflow.

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